

Louisiana Behavior Analyst Board
4334 S. Sherwood Forest Blvd., Suite C-150, Baton Rouge, LA 70816

BOARD MEETING MINUTES: March 17, 2021
(Approved April 20, 2021)

CERTIFICATION

In accordance with Proclamation No. 7 JBE 2021 – 30, Section 4, the Louisiana Behavior Analyst Board hereby certifies it would have been unable to operate due to quorum requirements and therefore held this board meeting via Zoom. The public was invited to access the first few minutes of the meeting before the board moved to Executive Session. The agenda and certification was posted in accordance with law and distributed to every known news media outlet that broadcasts or publishes news within Louisiana.

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Board Vice Chair, Calvin Cryer, at 9:05 a.m. on Wednesday, March 17, 2021 via Zoom. Participating were Board Members: Calvin Cryer, Lloyd Boudloche, Jr., Alfred Tuminello, Jr., Angela Murray, Joseph Tuminello, III, Renee Cole, Compliance Office Justin Owens and Executive Director Rhonda Boe. Mr. Cryer proclaimed the necessity of this meeting being held by electronic means due to Covid concerns.

A motion was made by Dr. Boudloche to approve the agenda for the March 17, 2021 meeting. None opposed and the motion passed.

Pursuant to LSA R.S. 42:6.1(4), Mr. Cryer moved to enter Executive Session at 9:06 a.m. for credential file reviews and other matters.

Board Chair Courtney Wright entered the meeting at 9:06 a.m.

Ms. Wright closed executive session at 10:42 a.m.

A public Zoom code was posted and available to the public on the board website on March 16, 2021 and open meeting began at 10:49 a.m. with Ms. Wright calling the meeting to order and members identifying themselves.

A motion was made by Angela Murray to approve the minutes from the January 6, 2021 meeting. None opposed and motion passed.

A motion was made by Angela Murray to approve the minutes from the February 17, 2021 meeting. None opposed and motion passed.

The following was reported regarding the credential file reviews:

Licensure Applicants 3.21/A, 3.21/C, 3.21/D, 3.21/G, 3.21/H and 3.21/I were reviewed and approved for licensure. Ms. Cole abstained on 3.21/H

Licensure Applicants 3.21/B, 3.21/E and 3.21/F were reviewed and approved for licensure upon receipt of the last required original documents.

Certificant Applicant 3.21/J was reviewed and approved for certification. Ms. Wright abstained.

A late renewal was received and after reviewing all documents, Dr. Boudloche made a motion to approve. None opposed and motion passed.

The circumstances concerning a LBA who self-reported by telephone but failed to report in writing was discussed. The LBA did report to BACB and mistakenly thought she emailed after the telephone conversation with LBAB. Mr. Tuminello made a motion the LBA be issued a letter of education and put on monthly report. None opposed and motion passed.

The circumstances of a registered line technician not being properly transferred was reviewed. Line Technician was registered at all times under an active Licensed Behavior Analyst and documents showed proper supervision by another Licensed Behavior Analyst. A letter of education will be issued.

The board discussed an email received with concerns on the manner BESE is providing ABA services in schools. Ms. Boe will respond with any information requested; however, at this time schools are exempt from licensure through BESE Bulletin 746, not through LBAB statutes.

The status of other applicants reviewed are contained in the attached report by Compliance Officer Justin Owens.

Complaints Committee:

Ms. Boe presented the following report on behalf of Complaints Coordinator, Ellen Brocato:

- 1) Negotiating a Consent Agreement
- 2) Negotiating a Consent Agreement
- 3) Consent Agreements being drafted
- 4) Notice sent to respondent
- 5) Notice sent to respondent
- 6) Investigation ongoing
- 7) Investigation ongoing
- 8) Investigation ongoing

Finance Committee:

Dr. Boudloche made a motion to approve the February LSBEP invoice if no apparent discrepancies are noted. None opposed and the motion passed.

The Reconciliations for January and February were reviewed and discussed. Mr. Cryer made a motion to approve the Checking and Savings Reconciliations for January. None opposed and the motion passed. Mr. Cryer made a motion to approve the Checking and Savings Reconciliations for February. None opposed and the motion passed. The board reviewed the Balance Sheet, General Ledger, Monthly Profit and Loss and Profit & Loss Budget vs. Actual for January and February. Mr. Cryer made a motion to approve the full financials for January with no apparent discrepancies noted. None opposed and the motion passed. Mr. Cryer made a motion to approve the full financials for February with no apparent discrepancies. None opposed and the motion passed.

Mr. Owens left the meeting at approximately 11:00 a.m.

Jurisprudence Committee:

The board discussed last month the length of time a license can be lapsed before there is a need to require the Jurisprudence Exam be retaken. Ms. Boe presented the LBAB Policies and Procedures for Noncompliance with Renewal Process. The policy states any renewal that has not

be completed will be closed after two calendar years lapse. This policy would require a behavior analyst and/or state certified assistant behavior analyst who has lapsed for two calendar years to reapply with a new application, fee, background check, reference letters, continuing education hours and be required to retake the Jurisprudence Exam.

Legislative Oversight Committee:

Ms. Boe informed the board Senator Foil filed SB 38 on behalf of the board to set the term limits for board members to four years. Ms. Boe will have a report at the April meeting of any bills on her watch list for the 2021 legislative session.

Policies and Procedures Committee:

The board reviewed an Emergency Closure Policy and Procedure. These policies and procedures apply to closure of the LBAB office during an emergency. Mr. Tuminello made a motion to adopt the policy. None opposed and the motion passed.

Continuing Education Committee:

No new business

Supervision Oversight Committee:

A question was brought up about initials on supervision documentation as opposed to signatures. The discussion included the fact that many supervision documents are now signed electronically and initials are a verified electronic signature. It was also noted most of these programs used by clinics can document the time and verify the signatures.

Long Range Planning:

The board will work on these items throughout the year.

Discussion Items:

Ms. Boe reported the on-line application software is going smooth and the site may be available by end of April.

Ms. Boe asked the board if there were any suggested changes to the reference letters before the form being integrated into the licensure software. No one thought any changes were required.

The board scheduled future in-person board meeting dates as follows:

Tuesday – April 20, 2021

Wednesday – May 12, 2021

Ms. Wright adjourned the meeting at 11:51 a.m.

Louisiana Behavior Analyst Board
Credential Review Minutes
March 17, 2021
(Executive Session)

Board Compliance Officer Justin Owens presented the following Line Technician applicants and registrants to the Board for initial, secondary, or ongoing consideration:

6.19/15 – The Board moved unanimously to **approve** registration w/ contingency that necessary documentation must be received no later than April 17, 2021.

2.21/2 – The Board moved unanimously to **deny** registration until additional documentation is received and reviewed by the Board at next meeting.

3.21/1 – The Board moved unanimously to **approve** registration upon receipt of documentation.

3.21/2 – The Board unanimously moved to **approve** registration.

3.21/3 – The Board unanimously moved to **approve** registration.

3.21/4 – The Board moved unanimously to **approve** registration.

3.21/5 – The Board moved unanimously to **approve** registration.

3.21/6 – The Board moved unanimously to **approve** registration if CBC matches.

3.21/7 – The Board moved unanimously to **approve** registration upon receipt of documentation.

3.21/8 – The Board moved unanimously to **approve** registration upon receipt of documentation.

3.21/10 – The Board moved unanimously to **approve** registration only if documentation is received by March 31, 2021, reviewed and found to corroborate applicant claims. If documentation is *not* received by that date, registration is denied.

3.21/12 – The Board moved unanimously to **approve** registration.

3.21/13 – The Board moved unanimously to **approve** registration.

3.21/14 – The Board moved unanimously to **approve** registration.

3.21/15 – The Board moved unanimously to **approve** registration.

3.21/16 – The Board moved unanimously to **approve** registration. Mr. Tuminello abstained.

3.21/17 – The Board moved unanimously to **continue** registration. Mr. Tuminello abstained.

3.21/18 – The Board moved unanimously to **approve** registration. Mr. Tuminello abstained.

3.21/19 – The Board moved unanimously to **deny** registration until documentation is received and reviewed by the Board at next meeting or approve if CBC is clear.

3.21/20 – The Board moved unanimously to **approve** registration if CBC matches. Mr. Tuminello abstained.

3.21/21 – The Board moved unanimously to **approve** registration upon receipt of documentation. Mr. Tuminello abstained.

3.21/22 – The Board moved unanimously to **approve** registration if CBC matches. Dr. Boudloche abstained.

3.21/23 – The Board moved unanimously to **approve** registration if CBC matches.

3.21/24 – The Board moved unanimously to **deny** registration until documentation is received and reviewed by the Board at next meeting.

12.17/D – The Board moved unanimously to **continue** registration with monthly updates.

1.20/5 – The Board voted unanimously to **continue** registration with monthly updates.

6.7/B – The Board voted unanimously to **continue** registration with monthly updates.

8.19/8 – The Board voted unanimously to **continue** registration with monthly updates.

2.20/6 – The Board voted unanimously to **continue** registration with monthly updates.

6.20/1 – The Board voted unanimously to **continue** registration with monthly updates.

1.21/3 – The Board voted unanimously to **continue** registration with monthly updates.

1.21/6 – The Board voted unanimously to **continue** registration with monthly updates.

1.21/17 – The Board voted unanimously to **continue** registration with monthly updates.

2.21/14 – The Board voted unanimously to **continue** registration with monthly updates.

2.21/10 – The Board voted unanimously to **continue** registration with monthly updates.